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IN REPLY REFER TO

OPNAVINST 11010.34B
OP-442E

11 FEB 1987

OPNAV INSTRUCTION 11010.34B

From: Chief of Naval Operations

Subj: INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE TYPE "A"
ANNUAL INSPECTION SUMMARY AND NARRATIVE ASSESSMENT

Ref: (a) OPNAVINST 11000.16 (NOTAL)
(b) OPNAVINST 11010.23D
(c) OPNAVINST 3501.167A (NOTAL)
(d) OPNAVINST 11010.20E (NOTAL)
(e) NAVFAC P-78 of OCT 1985 (NOTAL)
(f) NAVFAC MO-322, CH.1, of FEB 84 (NOTAL)

Encl: (1) Definitions
(2) Shore Activity Submittal Requirements
(3) Claimant Submittal Requirements
(4) Sample Forms for Activity and Claimant Submissions

1. Purpose. To set forth procedures and responsibilities associated with the preparation and submission of the shore facilities Type "A" Annual Inspection Summary (AIS) and Narrative Assessment (NA).

2. Cancellation. OPNAVINST 11010.34A and OPNAV 11010-7.

3. Definitions. See enclosure (1).

4. Scope. Applies to all claimants and shore activities under the Chief of Naval Operations (CNO) who are responsible for maintenance of Class I and Class II real property assets, and who are supported by the appropriations Operations and Maintenance, Navy (17-1804); Operations and Maintenance, Navy Reserve (17-1806); Navy Industrial Fund (17-4912); or Research, Development, Test and Evaluation, Navy (17-1319) (including all laboratories). It does not apply to:

a. Marine Corps activities receiving primary support from the Commandant of the Marine Corps.

b. Industrial and research plants owned and operated by private contractors.

c. Military assistance advisory groups and Defense attache offices.

d. Petroleum reserves.

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e. ROTC units.

f. Navy family housing units (Navy category codes 711 through 714) and assets supported by the Family Housing, Navy (FH,N) account.

g. Uninterruptable Power Supplies (UPS) at Naval Telecommunications Command (NAVTELCOM)/Naval Security Group Command (NAVSECGRU) activities. (These are funded from a mission account and not from the Maintenance of Real Property (MRP) account.)

h. Antennas and antenna systems at NAVTELCOM/NAVSECGRU activities. (These are funded from a mission account and not from the MRP account.)

i. Communications lines. NAVTELCOM has management responsibilities for this account. Maintenance and repair actions are not to be charged to MRP.

j. Fleet moorings.

5. Background. Reference (a) establishes a comprehensive CNO policy and identifies chain of command responsibility for shore facilities. Reference (b) emphasizes the need for managers within the chain of command to maintain profiles of relevant information for use as appropriate in the programming and budgeting of the Maintenance of Real Property (MRP) program. The AIS provides real property condition data in support of this need.

6. Discussion

a. The continuous inspection of facilities is the most important link in a successful facilities management program and is the basis for accurate AIS submissions. These inspections require a level of skill necessary to provide a valid condition assessment. This might require the combination of activity inspections, contracting for highly specialized areas, and specialized inspections provided by the Naval Facilities Engineering Command. The AIS should not be considered a one-time effort to identify condition but rather a summary of unfunded deficiencies identified over the year through a comprehensive and planned continuous inspection program.

b. Proper analysis of the AIS should lead to the development of realistic long-term objectives and resource allocation plans at all levels of command. This will move us toward CNO's objective to reduce the Navy's total backlog and to improve readiness of shore activities and the morale of personnel. During a CNO Executive

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Board (CEB) on October 1986, CNO established an objective to reduce the critical backlog to "0" (zero) by 1994, in an IC priority order, and to execute the Shore Facility Life Extension Program (SHORE FLEP). For additional information on these goals and the priority order of IC's, refer to reference (b). Several changes have been made to the AIS reporting procedures in order to facilitate proper analysis. The most significant changes are:

(1) Naval shore activities are no longer required to forward copies of their AISs' to CNO (OP-44) or NAVFACENGCOM (Code 1003).

(2) Claimants and shore activities have been given permission to collect additional data to aid them in the areas of planning, programming and budgeting. There are Navywide computer systems, such as BEST and PWC/MIS, that will support the basic information. Claimants requiring additional information may request changes to the standard systems.

(3) Nondeferrable Maintenance and Repair Backlog (NMAR) will now be referred to as Critical Backlog. The definition for critical backlog has been clarified.

(4) Definitions and guidelines for demolition and design have been added.

(5) Guidelines dealing with excess property have been provided.

(6) The cost account for demolition, 7840, has been added to the cost account index.

(7) The method for determining the inspection percentage has been clarified. (See paragraph 7a(2)).

(8) Facility condition ratings are now required in the narrative assessment; see Condition in enclosure (1) and reference (c).

(9) OPNAV 11010/8, OPNAV 11010/9 and OPNAV 11010/10 have been updated.

(10) OPNAV 11010/7 has been cancelled. This information should now be provided in your cover letter.

(11) References (d) and (e) provide background information for the Definitions section, enclosure (1).

c. This instruction has been completely revised and should be read in its entirety.

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7. Action

- R) a. Shore Activities. All shore activities included within the scope of this instruction (paragraph 4) will prepare the AIS documents following the detailed instructions in enclosure (2). Reporting activities will list all real property maintenance and repair deficiencies for which they have maintenance funding responsibility and corrective action. Include all deficiencies that have not been formally authorized; i.e., list deficiencies with no job order, contract, or work authorization signed prior to 30 September each year. Only maintenance and repair deficiencies are to be reported and collected, following procedures outlined in reference (f). DO NOT INCLUDE THE FOLLOWING TYPES OF WORK ON THE AIS: Standing Job Orders (SJOs), Emergency/Service (E/S), minor construction, equipment installation, Preventive Maintenance Inspections (PMI), and deficiencies anticipated to be corrected with OSHA funds.
- R) (1) The forwarding letter will include: (1) the name(s) of organization(s) that conducted the inspections; and (2) activity inspection percentage. This percentage can be calculated using the Inspection Status information, column 18 of OPNAV 11010/8. Count the number of inspections completed (C's), divide by the number of inspections recommended in reference (f) (C's + N's), and multiply by 100. (C's = 105, C's + N's = 122: $105/122 = .86 \times 100 = 86$ percent inspection.)
- D) (2) Reports will reflect critical and total maintenance and repair backlog as of 30 September each year. Reports will be forwarded in sufficient time to reach the first level of review by 15 October each year. The CNO required data cannot be eliminated or altered and must be reported.
- b. Claimants. Claimants are responsible for the overall coordination, review, validation and consolidation of the activity generated reports. Claimants will establish review procedures to ensure that activity reports: are promptly submitted; conform to the instructions of enclosure (2); contain cost estimates based upon good maintenance engineering practice; properly categorize deficiencies as to critical or deferrable status; and represent the true condition of the reporting activity. Claimants will prepare consolidated Cost Account Summary and Narrative Assessment reports in accordance with enclosure (3) for each maintenance and repair fund source and each NIF activity group within their claimancy. These reports are due in CNO (OP-44), with a copy provided to NAVFACENGCOM (Code 1003), no later than 1 December each year.
- R) (1) The forwarding letter will include: (1) the names of organizations that conducted the inspections; (2) a claimant inspection percentage (a consolidation of the activities' inspection percentages); and (3) an explanation of large increases in backlog, include UICs of contributing activities.

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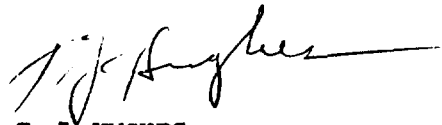
(2) Claimants may modify the existing AIS Instruction and related forms. The CNO required data cannot be eliminated or altered and must be reported. Any additional data required by the claimant or shore activities should not be included on AISs being forwarded to CNO (OP-44).

c. Commander, Naval Facilities Engineering Command. Commander, Naval Facilities Engineering Command, through the Public Works Centers (PWCs), will provide PWC Customer Activities with AIS reports in the same format as provided in enclosure (2) on a nonreimbursable basis. The AIS report will provide facility condition data as required to satisfy the reporting requirements described in enclosure (2).

8. Reports and Forms

a. Symbol OPNAV 11010-9 has been assigned to the reporting requirement contained in paragraph 7 and is approved for three years only from the date of this directive.

b. OPNAV 11010/8 (10-86), OPNAV 11010/9 (9-86), and OPNAV 11010/10 (10-86) may be obtained from local Navy Publications and Printing Service Offices (NPPSOs) with a funded DD Form 282, DOD Printing Requisition/Order after 1 June 1987. However, an initial printing and distribution of enclosure (4) will be mailed to all claimants separate from this instruction.



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DEFINITIONS

1. Backlog of Maintenance and Repair (BMAR). BMAR is a Department of Defense (DOD) term that is commonly used by the Chief of Naval Operations (CNO), Office of the Secretary of Defense (OSD) and Congress. BMAR is the end of fiscal year measurement of maintenance and repair work remaining as a firm requirement of the installation work plans, but due to a lack of resources are prohibited from being accomplished in that fiscal year. For the purpose of internal Navy use, BMAR is equivalent to the Critical Backlog reported by activities on their AIS submissions. After data has been received by CNO (OP-44) for review and verification, the figures are forwarded to OSD and Congress under the name of BMAR, which reflects the Navy's Critical Backlog figures. Congress has directed that BMAR shall not include any project which has been classified as "Critical" for more than 4 years. (A)

2. Category Code (Cat Code). A numeric code used to identify a particular type of Class I and II real property (i.e., building, structure, utility). The first three digits of the category code are a DOD standard which specify the facility class, category group, and basic category. The fourth and fifth digits are added to provide more definitive categorization of the Navy's facilities. See Department of Navy Facility Category Codes, NAVFAC P-72, for a listing of Navy category codes. See Facility Planning Criteria for Navy and Marine Corps Shore Installations, NAVFAC P-80, for detailed guidance in using category codes.

3. Condition (C rating). The condition of shore base resources shall be assessed and reported in terms of the readiness status of Navy operating units as outlined in reference (c).

4. Cost Account (CA). The accounting designations found in the Navy Comptroller Manual, NAVSO P-1000, Volume 2, Chapter 4, are used to identify actions for which funds are used. Enclosure (1), Appendix A, lists cost accounts utilized in the AIS. For additional cost accounts, refer to the NAVFAC P-72.

5. Critical. A maintenance and repair deficiency such that corrective action should be done immediately or programmed for accomplishment within the current fiscal year, and it meets one or more of the following criteria is critical. A deficiency may have a critical rating for up to 4 years. After 4 years, the deficiency will be reclassified as "Deferrable". (A)

a. Catastrophic Environmental (E) - A technically valid job to correct a facility maintenance and repair deficiency should be initiated if failure to perform the job would result in an immediate catastrophic environmental damage, such as, a major oil spill.

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b. Loss of Mission (M) - Given that there is continuing requirement for a facility, then a technically valid job to correct a maintenance and repair deficiency within that facility should be initiated if failure to perform the job has significantly contributed to major interference or total loss of an assigned mission capability. Loss of mission should reflect either a C3 or C4 rating, as defined in reference (c).

c. Life or Death Safety (S) - A technically valid job to correct a facility maintenance and repair deficiency should be initiated if failure to perform the job would immediately jeopardize a human life.

d. Quality of Life (Q) - Given that there is a continuing requirement for a facility, then a technically valid job to correct a maintenance and repair deficiency within that facility should be initiated if failure to perform the job degrades the habitability of the barracks or degrades working conditions in immediate work areas such as the maintenance shops.

6. Critical Backlog. Critical backlog for a given fiscal year is the estimated dollar value of maintenance and repair deficiencies of a critical nature, for which corrective action was not formally authorized prior to the end of the fiscal year.

A) 7. Deferrable. When the nature of a maintenance or repair deficiency is such that corrective action is not immediately warranted and does not meet the critical criteria, then the deficiency is considered deferrable. Any deficiency that has had a critical rating for more than 4 years will be reclassified as "Deferrable".

8. Deferrable Maintenance and Repair Backlog. The deferrable maintenance and repair backlog for a given fiscal year is the estimated dollar value of maintenance and repair deficiencies of a deferrable nature.

9. Deficiency Code. The deficiency code identifies whether a project's costs are within or exceed the commanding officer's funding authority. A "1" indicates that all facility deficiencies are within the funding authority of the commanding officer. A "2" indicates that all facility deficiencies exceed the funding authority of the commanding officer, including deficiencies that are combined to provide a complete and usable facility.

a. For those deficiencies corrected by combination special projects (i.e., maintenance and repair costs combined with minor construction) or MILCON, evaluate just the maintenance or repair portion to determine if the deficiency code is "1" or "2". If

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combining projects is necessary to provide a complete and usable facility, then all costs should be used to determine funding authority, as outlined in reference (d).

b. Individual deficiency items are to be accomplished as a single undertaking when they represent a single concurrent requirement and provide a complete and usable facility.

10. Deficiency Type (DT). A designation of the type of deficiency that is being reported. Acceptable codes are:

- E - catastrophic environmental
- M - loss of mission
- S - life or death safety
- Q - quality of life
- D - deferrable.

E, M, S, and Q are critical deficiency types. See the definition of critical for additional detail.

11. Demolition (DEMO). Per reference (d), the demolition of a facility or portion of a facility is classified as repair work when the facility or portion to be demolished is not to be replaced with another facility, must be removed because the extent of deterioration precludes economical repair or restoration, or constitutes a hazard to health and safety of personnel. Related costs such as closing openings and cutting off utilities are within the scope of repair. All demolition projects and maintenance/repair items for a facility to be demolished or excessed should be listed as deferrable. To identify demolition work on the MRRP Deficiency List "check 'X' under DEMO and use cost account 7840" to read "check 'X' under DEMO, enter category code 93310 and cost account 7840 in columns 8, 11, and 12 respectively."

a. If a special project has been programmed for the major restoration or replacement of a facility (this type of work is considered to be construction), maintenance/repair deficiency items associated with it should be deleted from the AIS. Also, any demolition work related to the major restoration, replacement, or new construction of a facility is considered to be construction, and should not be included in the AIS.

b. For projects which affect properties of historic or cultural significance see paragraph 4111 of reference (d).

12. Design (DESGN). Estimated costs for design work on a project where design has not yet been funded. When applicable, list the design costs as a separate line item for special projects with unfunded design work.

13. Excess Property

a. When facilities that have been declared excess property and are listed in excess codes 1 (declaration of excess) and 2 (excessed to General Services Administration), per reference (e), list all the repair work associated with these facilities as deferrable on the AIS.

b. When facilities have been declared excess property and are listed in excess code 3 (approved for disposal), per reference (e), do not include them in the AIS.

14. Formally Authorized. A corrective action is considered formally authorized only when a signed specific job order, a signed contract, or other signed work authorization document exists prior to September 30.

15. Fund Source (FS). The appropriation from which funds are required to correct a facility deficiency. Applicable fund sources and their abbreviations are:

Operation and Maintenance, Navy	(O&M,N)
Operation and Maintenance, Navy Reserve	(O&M,NR)
Navy Industrial Fund	(NIF)
Research Development Testing and Evaluation	(RDT&E)
Military Construction, Navy	(MILCON,N)
Military Construction, Navy Reserve	(MILCON,NR)
Nonappropriated	(Nonappropriated)

16. Investment Category (IC). A code number that identifies type related facilities within the schedule of facility category codes, as found in NAVFAC P-72. Category codes classify Navy real property into descriptive breakdowns; IC numbers regroup these category code classifications by type of investment requirement; i.e., into groupings of related facilities. See Attachment A of enclosure (1) for a list of category codes by IC.

17. Maintenance (MAINT). Specific work required to preserve or restore a real property facility to such a condition that it may be effectively utilized for its designated purpose, thus preventing a detrimental impact on mission (not attributable to Preventive Maintenance Inspections). The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to repair.

18. Maintenance of Real Property (MRP). A Department of Defense term used to describe management and engineering functions involved in shore facility maintenance and operation of functional categories M (Maintenance and Repair of Real Property (MRRP)) and R (Minor Construction).

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19. Narrative Assessment (NA). A claimant summarization by investment category of the condition of the facilities under its cognizance and of the mission impact of that condition.

20. Nondeferrable. Redefined as Critical.

21. Repair (REPR). The restoration of a real property facility to such a condition that it may be effectively utilized for its designated purposes by overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance.

a. Judgement must be exercised in differentiating between the categories of repair and maintenance. As a general rule, maintenance differs from repair because maintenance does not involve the replacement of constituent parts of a facility, but constitutes the work done on such constituent parts to prevent or correct wear and tear and thereby forestall replacement.

b. When repair work is "phased" over a specified period of time, report the dollar amount for each of those remaining phase(s) on the AIS. As each phase or combination of phases are funded, delete that portion and show the remaining phase(s) to be funded on the next AIS submission.

22. Total Maintenance and Repair Backlog. The total maintenance and repair backlog for a given fiscal year is the estimated dollar value of all maintenance and repair deficiencies for which corrective action is not formally authorized at the end of the fiscal year. It represents a point in time measurement of the condition of all Class I and II real property. It is the sum of the critical and deferrable maintenance and repair backlog.

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APPENDIX A

RPMA COST ACCOUNTS BY INVESTMENT CATEGORY

IC 01 AVIATION OPERATIONAL FACILITIES

<u>Cost Account</u>	<u>Cost Account Description</u>
71LO	Airfield Tower and Terminal Buildings
71TO	Navigation and Traffic Aids Buildings
7320	Airfield Runways
7330	Other Airfield Pavements
7550	Airfield Paving Lighting
7560	Land Operations Facilities, Other than Buildings
75S0	Aircraft Fuel Dispensing Facilities
75TO	Navigation and Traffic Aids, Other

IC 02 COMMUNICATION OPERATIONAL FACILITIES

<u>Cost Account</u>	<u>Cost Account Description</u>
71K0	Communication Buildings
7530	Communication and Navigation Aids, Other than Buildings

IC 03 WATERFRONT OPERATIONAL FACILITIES

<u>Cost Account</u>	<u>Cost Account Description</u>
7210	Wharves
7220	Piers
7230	Seawalls
7240	Dredging
7260	Other Waterfront Buildings and Facilities
7270	Harbor and Coastal Buildings
75U0	Marine Fuel Dispensing Facilities

IC 04 OTHER OPERATIONAL FACILITIES

<u>Cost Account</u>	<u>Cost Account Description</u>
71M0	Other Land Operational Buildings
7520	Liquid Fuel Dispensing
75W0	Ship Operational Facilities

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IC 05 TRAINING FACILITIES

<u>Cost Account</u>	<u>Cost Account Description</u>
7110	Training
7570	Training Structures, Other than Buildings

IC 06 AVIATION MAINTENANCE PRODUCTION

<u>Cost Account</u>	<u>Cost Account Description</u>
71U0	Aircraft Maintenance and Production
75V0	Aircraft Maintenance Production Facilities, Other than Buildings

IC 07 SHIPYARD MAINTENANCE PRODUCTION

<u>Cost Account</u>	<u>Cost Account Description</u>
71V0	Maintenance, Ships Spares
7250	Production, Ships Spares
7280	Graving Docks and Drydocks
7290	Marine Railways
72A0	Shipbuilding Ways
7590	Fixed Crane Structures

IC 08 OTHER MAINTENANCE PRODUCTION

<u>Cost Account</u>	<u>Cost Account Description</u>
7120	Maintenance and Production
75X0	Other Maintenance Production Facilities

IC 09 RDT&E

<u>Cost Account</u>	<u>Cost Account Description</u>
7130	Research and Development
7580	RDT&E Facilities, Other than Buildings

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IC 10 POL SUPPLY/STORAGE

<u>Cost Account</u>	<u>Cost Account Description</u>
75A0	Bulk Liquid Fuel Storage Tanks/Dispensing Facilities

IC 11 AMMO SUPPLY STORAGE

<u>Cost Account</u>	<u>Cost Account Description</u>
71N0	Ammunition Storage Buildings
75B0	Liquid Propellant
75R0	Other Storage Facilities

IC 12 OTHER SUPPLY STORAGE

<u>Cost Account</u>	<u>Cost Account Description</u>
7140	Storage
71P0	Cold Storage Plants
7340	Other Surfaced Areas, Open Storage

IC 13 MEDICAL

<u>Cost Account</u>	<u>Cost Account Description</u>
7150	Medical

IC 14 ADMINISTRATIVE

<u>Cost Account</u>	<u>Cost Account Description</u>
7160	Administration
71R0	Underground Administrative Structures
75D0	Other Administrative Structures

IC 15 TROOP HOUSING/MESSING

<u>Cost Account</u>	<u>Cost Account Description</u>
7170	Bachelor EM Barracks
7180	Bachelor Housing Mess Facilities
7190	Bachelor Housing Detached Facilities
71A0	Bachelor Officer Quarters
71S0	Emergency Troop Facilities
75E0	Detached Enlisted Troop Housing, Other than Buildings

IC 16 OTHER PERSONNEL SUPPORT SERVICES

<u>Cost Account</u>	<u>Cost Account Description</u>
71JO	Community Buildings
75GO	Morale, Welfare and Recreation Exterior Facilities

IC 17 UTILITIES

<u>Cost Account</u>	<u>Cost Account Description</u>
75HO	Refuse Disposal Facilities
75JO	Installed Cooling or Refrigeration Equipment in Walk-in Refrigerators Over 25 Ton Capacity
75KO	Installed Cooling or Refrigeration Equipment of Capacity of 5 to 25 Tons
7610	Electricity Generating
7620	Heating, Over 3,500,000 BTU/HR
7630	Heating, Over 750,000 to 3,500,000 BTU/HR
7640	Steam Power
7650	Potable Water Facilities
7660	Water Supply for Nuclear Reactors
7670	Sewage and Industrial Waste Treatment and Disposal Facilities
7680	Gas Manufacturing Plants
7690	Compressed Air Plants and Systems
76AO	Air Conditioning Plants or Equipment of 25 to 100 Tons
76BO	Air Conditioning Plants or Equipment of 5 to 25 Tons
76CO	Ice-Manufacturing Equipment Installed in Facility Class 210 or 220
76DO	Cooling and Refrigeration Equipment Installed in Facility Class 430
76EO	Other Miscellaneous Utilities
76FO	Potable Water Storage Facilities
76GO	Air Conditioning Plants or Equipment of 100 Tons or Over
76HO	Desalinization Plants
76IO	Nonpotable Water Facilities
76JO	Nonpotable Water Storage Facilities
7710	Electrical
7720	Steam and Hot Water
7730	Potable Water Distribution Facilities
7740	Potable Water Distribution Lines
7750	Nonpotable Water Distribution Facilities

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IC 17 UTILITIES (cont.)

7760	Sewage and Industrial Waste Collection Facilities
7770	Gas Distribution Systems
7780	Nonpotable Water Distribution Lines
7790	Fire Alarms

IC 18 REAL ESTATE & GROUND STRUCTURES

<u>Cost Account</u>	<u>Cost Account Description</u>
7310	Roads and Streets
7350	Other Surfaced Areas, Sidewalks and Other Pavements
7410	Improved Grounds
7430	Semi-improved Grounds
7440	Unimproved Grounds
7450	Drainage
7510	Railroad and Crane Trackage
75L0	Fences, Walls and Gates

OTHER

7840	Demolition
* 75P0	Non-Navy Real Property
* ICNA	IC NA SUBTOTAL

*Not Applicable

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SHORE ACTIVITY SUBMITTAL REQUIREMENTS

1. Reporting activities will forward a complete set of the following documents to be received by the first level of review (as designated by the reporting activity's claimant) by 15 October each year.

a. Type "A" Annual Inspection Summary - Maintenance and Repair of Real Property (MRRP) Deficiency List (OPNAV 11010/8).

b. Type "A" Annual Inspection Summary - Cost Account Summary (OPNAV 11010/9).

Claimants may require an activity to submit a Narrative Assessment and/or delete the Cost Account Summary submission.

2. Type "A" Annual Inspection Summary - Maintenance and Repair of Real Property (MRRP) Deficiency List. (R) The object of this display is to provide a detailed list of all unfunded minor and specific maintenance and repair deficiencies. Instructions for completing the deficiency list are provided below.

a. Parenthetic numbers refer to the numbered blocks on the sample form in enclosure (4).

(1) ACTIVITY. Enter the title and location of the reporting activity.

(2) FUND SOURCE. A separate summary should be completed for each unique fund source and resource sponsor combination. Indicate the fund source of the primary source of funds required to correct the deficiency. Acceptable fund sources are listed in enclosure (1).

(3) RESOURCE SPONSOR. Identify the resource sponsor whose resources maintain these facilities. (R)

(4) POINT OF CONTACT. Enter the name of the individual to be contacted concerning any questions related to the AIS, and provide an autovon and commercial number for that individual.

(5) DATE. Enter the month, day and year the report was prepared.

(6) UIC (Unit Identification Code). Enter the UIC of the reporting activity listed in block (1). Use the UIC listed in the Navy Comptroller Manual (NAVSO P-1000), Volume 2, Chapter 5.

Enclosure (2)

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(7) DEF ITEM NO (Deficiency Item Number). Enter a sequential number beginning with 00001 (leading zeros are not mandatory) for each deficiency. Each facility may have several deficiency item numbers.

- R) (8) DEFICIENCY DESCRIPTION. Check the appropriate category (maintenance, repair, demolition or design) and type (structural, roof, electrical, mechanical, paint, special, or other). Provide a separate line item when category is design. "Special" is intended for deficiencies involving elevators, cranes, boilers, etc. "Other" is to be used for deficiencies not fitting one of the previous categories. If "other," provide a short description of the deficiency in block 19. Note that special project work is to be entered as only one line item, designating the "type of work" that accurately describes the special project. Enter design costs on a separate line.

(9) FAC NO (Facility Number). Include all facilities for which the activity has maintenance funding responsibility. Enter the facility or building number as indicated on the property record card. For facility assets not assigned a facility number (roads, grounds, etc.), show an abbreviated description of the facility (7 characters maximum; e.g., SECFENC, SWDLK, PVMT, STM LN, WALL, etc.).

- R) (10) PROPERTY RECORD NUMBER. Enter the six digit number from your property record cards, reporting 2-00001 as 200001. List ALL active property record numbers on the AIS, including those without deficiencies. You will need the inspection status information for all active property records to calculate your inspection percentage.

(11) CAT CODE (Category Code). Enter the appropriate five digit Navy category code (excluding the hyphen) from the latest property record on the facility. In multiple-use buildings charge all maintenance deficiencies to the category code which represents the primary functional use of the building or structure. Demolition line items, however, should show category code 93310, regardless of facility use. Category codes are listed and defined in NAVFAC P-72.

(12) COST ACC (Cost Account). Enter the appropriate cost account number as defined in the Navy Comptroller Manual, NAVSO P-1000, Volume 2, Chapter 4.

(13) IC (Investment Category). Enter the appropriate IC number as defined in the NAVFAC P-72. Relationships among category codes, cost accounts and investment categories for facility assets are presented in Appendix A of the NAVFAC P-72.

(14) DC (Deficiency Code). Enter either a "1" or a "2" for each deficiency.

(15) DT (Deficiency Type). Enter the appropriate code for the deficiency type. Acceptable codes are listed below:

- E - catastrophic environmental
- M - loss of mission
- S - life or death safety
- Q - quality of life
- D - deferrable.

The E, M, S, and Q codes identify critical deficiencies. See the definition of critical in enclosure (1) for additional detail.

(16) CURRENT COST EST (\$000). Enter the cost estimate as (R of 30 September required to correct the stated facility deficiency in thousands of dollars. List only those items that cost one thousand dollars or more per each deficiency item number (column 7).

(a) The claimant has the option to require an activity to: (1) list all deficiencies, or (2) group all deficiencies less than one thousand dollars per item into a single line entry called "group deficiencies." The claimant's consolidated report that is forwarded to CNO (OP-44) will contain only those items costing one thousand dollars or more.

(b) If an item requires funding from two or more fund sources, show the total cost estimate to the primary fund source. For facilities on a multiple year cycle that are not to be inspected this year, increase the maintenance and repair deficiencies identified previously for inflation only. Do not reinspect the facility to update the cost estimate.

(c) If the design effort associated with a Special Project is not funded, list it on the AIS as a separate deficiency item number. Enter the design cost under current cost estimate. If known, use the actual design cost; otherwise, take 10% of the current working estimate (CWE) from the appropriate Special Project Step 1 or Step 2 document. Funded design work should not be listed separately.

Example A. The design portion of a project has not been completed. Create a separate deficiency item number for the design portion on form 11010/8. Check "Design" in column (8) to indicate that the costs associated with design are being identified. Fill out all remaining columns except inspection status, column (18).

- R) Example B. A proposed critical Special Project, R1-84, calls for the repair of station roads at a base for \$165,000. The estimated design cost for this special project will be 10 percent of the total current cost estimate, \$16,500. (Use actual design cost, if known). This project will be listed as critical - DC2 heading. The special project cost and the design cost will be entered as separate line items with R1-84 and DC-2 shown for each.

Example C. A proposed deferrable Special Project, CR2-84, calls for the construction of a new storage facility at a cost of \$135,000 and includes some electrical power line repairs costing \$17,000. Since this is a combination type project, identify only the repair cost of \$17,000 on the AIS as deferrable, DC1. Do not include the design effort associated with this special project, since construction funds will pay for the entire design effort.

(17) PROJECT NUMBER. Enter the appropriate number of the special project or MILCON project that will correct each DC "2" deficiency. If a special project will be used to correct a deficiency shown as DC "1", enter the appropriate special project number.

Assignment of a special project number can precede the actual Step 1 or Step 2 project submittal. Supporting special project documentation will be forwarded to the appropriate Engineering Field Division (EFD) for technical validation (if required) and claimant within 60 days of assigning a special project number to a particular job.

- R) (18) INSPECTION STATUS. Show the inspection status for each property record number, even those without deficiencies. This will serve to ensure that all facilities have been recorded. Enter one of the following letters in each column of block 18: "C, N or X". Do not leave these columns blank.

C Type inspection was completed during the minimum inspection frequencies suggested in reference (f).

N Type inspection was not performed during the minimum inspection frequencies suggested in reference (f).

- R) X This type inspection is not applicable for the subject facility or inspection was completed as scheduled and is not due in the current reporting year.

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Example:

MO-322	Most Recent	Insp Status
<u>Suggested Frequencies</u>	<u>Control Insp</u>	<u>As of 9/30/87</u>

1. Training Building Number 501

Structural every two years	8-1-86	X (insp. not due)	(R
Electrical once a year	7-9-87	C (completed)	
Mechanical once a year	5-10-85	N (not inspected)	
Roof once a year	6-15-85	N (not inspected)	
Elevators once a year	8-15-87	C (completed)	

2. Railroad Trackage (RRTRACK)

Structural once a year	7-18-83	N (not inspected)
Electrical	NA	X (not required)
Mechanical	NA	X (not required)
Roof	NA	X (not required)
Other	NA	X (not required)

Incorporate the inspection status information into block 18 as shown in the example below. Report inspection status only once per facility.

Def Item		Inspection Status				
Number	Fac No.	Stru	Elec	Mech	Roof	Other
1	501	C	C	N	N	C
2	501					
3	501					
4	RRTRACK	N	X	X	X	X
5	502	N	C	C	C	X
6	502					
7	502					
8	503	C	C	C	N	X

(19) CLAIMANT USE: This portion is provided to gather any additional data desired for detailed analysis by the individual claimants. Specific directions for the use of this space may be provided by the claimant. In the absence of claimant guidance, activities may use this space as required.

3. Type "A" Annual Inspection Summary - Cost Account Summary. The (R data shown on this form must reconcile with the data presented on the Type "A" Annual Inspection Summary - Maintenance and Repair

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of Real Property (MRRP) Deficiency List (OPNAV 11010/8). The Cost Account Summary displays the results of the AIS for easy use in the annual budget process. Separate Cost Account Summaries are required for each unique fund source and the resource sponsors within that fund source. The objective of this display is to provide a list of the unfunded deficiencies by fund source, resource sponsor, investment category, cost account, and critical or deferrable type. For each IC, enter the cost to correct the deficiency by cost account, and provide an IC subtotal for columns (9) through (17). Provide a grand total of all ICs at the end of the report.

a. Instructions for completing the cost account summary are provided below. Parenthetic numbers refer to the numbered blocks on the sample form in enclosure (4).

(1) CLAIMANT/ACTIVITY. Enter the title and location of the reporting claimant/activity.

R) (2) FUND SOURCE. Indicate the fund source of the primary source of funds required to correct the deficiency. A separate summary must be completed for each unique fund source and the resource sponsors within that fund source. Acceptable fund sources are listed in enclosure (1).

R) (3) RESOURCE SPONSOR. Identify the resource sponsor whose resources maintain these facilities.

(4) SHEET OF . Provide the individual page number and the total number of pages of the Cost Account Summary.

(5) DATE. Enter the month, day and year the report was prepared.

(6) IC (Investment Category). Enter the appropriate IC number as defined in the NAVFAC P-72. All investment categories will be listed on appropriate forms. In the event no data are being reported for a particular IC, enter a zero (0) next to the applicable IC.

(7) COST ACCOUNT. Enter the appropriate cost accounts for each IC as outlined in Attachment A of enclosure (1). These cost accounts are defined in the Navy Comptroller Manual, NAVSO P-1000, Volume 2, Chapter 4. Relationships among cost accounts, category codes and investment categories for facility assets are presented in Attachment A of the NAVFAC P-72.

(8) COST ACCOUNT DESCRIPTION. Enter the title of each cost account, as shown in Attachment A of enclosure (1).

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Enter data into columns (9) through (17) in thousands of dollars. (i.e., If the actual value of the critical DC "1" deficiency is \$135,550, enter 136). Provide a subtotal at each IC break and a grand total at the end of the report.

CRITICAL:

(9) DEFICIENCY CODE 1. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be critical in nature and the repair costs are within the commanding officer's approval authority.

(10) DEFICIENCY CODE 2. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be critical in nature and the repair costs exceed the commanding officer's approval authority.

(11) DC 1 & 2 TOTAL. The sum of the critical DC "1" and DC "2" entries.

DEFERRABLE:

(12) DEFICIENCY CODE 1. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be deferrable in nature and the repair costs are within the commanding officer's approval authority.

(13) DEFICIENCY CODE 2. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be deferrable in nature and the repair costs exceed the commanding officer's approval authority.

(14) DC 1 & 2 TOTAL. The sum of the deferrable DC "1" and DC "2" entries.

TOTAL AIS:

(15) DEFICIENCY CODE 1. Sum of entries (9) and (12) providing the subtotal of all deficiencies for each unique IC/cost account combination where the repair costs are within the commanding officer's approval authority.

(16) DEFICIENCY CODE 2. Sum of entries (10) and (13) providing the subtotal of all deficiencies for each unique IC/cost account combination where the repair costs exceed the commanding officer's approval authority.

(17) DC 1 & 2 TOTAL. The sum of the critical and deferrable DC "1"s and DC "2"s. This must equal the sum of entries (11) and (14).

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CLAIMANT SUBMITTAL REQUIREMENTS

1. Claimants will forward a complete set of the following documents, consolidated from their activity reports, to reach CNO (OP-44) and NAVFACENGCOM (Code 1003) no later than 1 December of each year:

a. Type "A" Annual Inspection Summary - Cost Account Summary (OPNAV 11010/9).

b. Type "A" Annual Inspection Summary - Narrative Assessment (OPNAV 11010/10).

c. Provide a list of reported critical and total backlog by activity UIC; sorted by IC, resource sponsor and fund source. (A)

2. Type "A" Annual Inspection Summary - Cost Account Summary. (R)
The Cost Account Summary displays the results of the AIS for easy use in the annual budget submission. Separate summaries are required for each fund source and the resource sponsors within that fund source. The objective of this display is to provide a consolidated list of the unfunded deficiencies by fund source, resource sponsor, investment category, cost account, and critical or deferrable type. For each IC, enter the deficiency cost by cost account and provide an IC subtotal for columns (9) through (17). Provide a grand total of all ICs at the end of the report.

a. Instructions for completing the deficiency list are provided below. Parenthetic numbers refer to the numbered blocks on the sample form in enclosure (4).

(1) CLAIMANT/ACTIVITY. Enter the title of the claimant/activity.

(2) FUND SOURCE. Indicate the fund source of the primary source of funds required to correct the deficiency. A separate summary must be completed for each unique fund source and the resource sponsors within that fund source. Acceptable fund sources are listed in enclosure (1). (R)

(3) RESOURCE SPONSOR. Identify the resource sponsor whose resources maintain these facilities. (R)

(4) SHEET ___ OF ___. Provide the individual page number and the total number of pages of the Cost Account Summary.

(5) DATE. Enter the month, day and year the report was prepared.

Enclosure (3)

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(6) IC (Investment Category). Enter the appropriate IC number as defined in the NAVFAC P-72. All investment categories will be listed on appropriate forms. In the event no data are being reported for a particular IC, enter a zero (0) next to the applicable IC.

(7) COST ACCOUNT. Enter the appropriate cost accounts for each IC as outlined in Attachment A of enclosure (1). These cost accounts are defined in the Navy Comptroller Manual, NAVSO P-1000, Volume 2, Chapter 4. Relationships among cost accounts, category codes and investment categories for facility assets are presented in Appendix A of the NAVFAC P-72.

(8) COST ACCOUNT DESCRIPTION. Enter the title of each cost account, as shown in Attachment A of enclosure (1).

Enter data into columns (9) through (17) in thousands of dollars. (i.e., If the actual value of the critical DC "1" deficiency is \$135,550, enter 136). Provide a subtotal at each IC break and a grand total at the end of the report.

CRITICAL:

(9) DEFICIENCY CODE 1. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be critical in nature and the repair costs are within the commanding officer's approval authority.

(10) DEFICIENCY CODE 2. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be critical in nature and the repair costs exceed the commanding officer's approval authority.

(11) DC 1 & 2 TOTAL. The sum of the critical DC "1" and DC "2" entries.

DEFERRABLE:

(12) DEFICIENCY CODE 1. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be deferrable in nature and the repair costs are within the commanding officer's approval authority.

(13) DEFICIENCY CODE 2. Subtotal of all deficiencies for each unique IC/cost account combination that are determined to be deferrable in nature and the repair costs exceed the commanding officer's approval authority.

(14) DC 1 & 2 TOTAL. The sum of the deferrable DC "1" and DC "2" entries.

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TOTAL AIS:

(15) DEFICIENCY CODE 1. Sum of entries (9) and (12) providing the subtotal of all deficiencies for each unique IC/cost account combination where the repair costs are within the commanding officer's approval authority.

(16) DEFICIENCY CODE 2. Sum of entries (10) and (13) providing the subtotal of all deficiencies for each unique IC/cost account combination where the repair costs exceed the commanding officer's approval authority.

(17) DC 1 & 2 TOTAL. The sum of the critical and deferrable DC "1"s and DC "2"s. This must equal the sum of entries (11) and (14).

3. Type "A" Annual Inspection Summary - Narrative Assessment. Separate narrative assessments are required for each unique fund source/resource sponsor and IC combination.

a. Instructions for completing the narrative summary are provided below. Parenthetical numbers refer to the numbered blocks on the sample form in enclosure (4).

(1) CLAIMANT/ACTIVITY: Enter the title of the claimant/activity.

(2) FUND SOURCE. Enter the appropriate fund source from the following list. A separate narrative must be completed for each unique fund source and resource sponsor combination. Applicable fund sources are:

O&M,N
O&M,NR
NIF
RDT&E

Narrative assessments are not required for fund sources MILCON,N, MILCON,NR, and nonappropriated.

(3) RESOURCE SPONSOR. Identify the resource sponsor ^{whose resources} ~~who has~~ ~~funding responsibility for the facilities.~~ maintain these facilities.

(4) DATE. Enter the month, day and year the report was prepared.

(5) IC (Investment Category). Enter the appropriate IC number and short title as defined in the NAVFAC P-72.

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Enter the data for columns (6) through (10) in thousands of dollars.

(6) CRITICAL LAST YEAR. Enter the total estimated cost for those items identified as critical (i.e., the sum of critical DC "1" and DC "2" from OPNAV 11010/9) on the previous fiscal year's submission of the AIS for the appropriate IC, fund source and resource sponsor combination.

(7) DEFERRABLE LAST YEAR. Enter the total estimated cost for those items identified as deferrable (i.e., the sum of deferrable DC "1" and DC "2" from OPNAV 11010/9) on the previous fiscal year's submission of the AIS for the appropriate IC, fund source and resource sponsor combination.

(8) FUNDING LAST YEAR. Enter the total amount of funds expended for the appropriate IC, fund source and resource sponsor combination as reported in the most recent budget Execution submission.

(9) CRITICAL THIS YEAR. Enter the total estimated cost for those items identified as critical on this AIS submission for the appropriate IC, fund source and resource sponsor combination.

(10) DEFERRABLE THIS YEAR. Enter the total estimated cost for those items identified as deferrable on this AIS submission for the appropriate IC, fund source, and resource sponsor combination.

(11) CONDITION RATING: C-___. Provide an overall assessment of the condition of facilities within each IC. Complete the facility condition rating (C1, C2, C3 or C4), and provide a concise narrative description of the physical condition of the plant. Include specific examples of severe problems. See reference (c) for a further explanation of condition ratings.

(12) SPECIFIC MISSION IMPACT. Provide a concise statement of any adverse mission impact on fleet and shore station readiness if identified deficiencies are not corrected. This should include specific examples as well as statistics that support the finding of adverse mission impact.

(13) CLAIMANT OBJECTIVE. Reference (b) provides Navy priorities for reducing the backlog by IC, and establishes the requirement for claimants to generate objectives for backlog management, based on individual missions. Provide a concise statement of your claimant's objective(s) for each IC including a quantitative program for backlog reduction based upon current POM funding levels.

TYPE "A" ANNUAL INSPECTION SUMMARY - MRRP DEFICIENCY LIST															SHEET 1 OF 1	
1. ACTIVITY (Name, Location, Zip Code)		2. FUND SOURCE		3. POINT OF CONTACT (Name and Phone Number)		4. DATE		5. UIC		6. UIC		7. UIC		8. UIC		
NAVSTA ANCHORAGE		O&MN		HUGH R. WRIGHT		123-4567, (8) 431-4567		9-30-87		N11111		N11111		N11111		
3. RESOURCE SPONSOR		OP-05		OP-05		OP-05		OP-05		OP-05		OP-05		OP-05		
7. DEFICIENCY DESCRIPTION		9. FAC. NO.		10. PROPERTY RECORD NUMBER		11. CAT CODE		12. COST ACC		13. IC		14. DC		15. DT		
16. DEFICIENCY CATEGORY		17. DEFICIENCY TYPE		18. DEFICIENCY STATUS		19. DEFICIENCY STATUS		20. DEFICIENCY STATUS		21. DEFICIENCY STATUS		22. DEFICIENCY STATUS		23. DEFICIENCY STATUS		
16. DEFICIENCY CATEGORY		17. DEFICIENCY TYPE		18. DEFICIENCY STATUS		19. DEFICIENCY STATUS		20. DEFICIENCY STATUS		21. DEFICIENCY STATUS		22. DEFICIENCY STATUS		23. DEFICIENCY STATUS		
1	X															
2	X															
3	X															
4	X															
5	X															
6	X															
7	X															
8	X															
9	X															
10																
11																
12	X															
13	X															
14	X															
15	X															
16																

TYPE "A" ANNUAL INSPECTION SUMMARY - COST ACCOUNT SUMMARY

1. CLAIMANT / ACTIVITY		2. FUND SOURCE		3. SHEET 1 OF 1		4. DATE					
NAVSTA ANYWHERE ANYWHERE, USA		O6MN RCS NO. 11010-9		9/30/87							
6. IC	7. COST ACCOUNT	8. COST ACCOUNT DESCRIPTION	9. (000) CRITICAL			10. (000) DEFERRABLE			11. (000) TOTALS		
			9. DEFICIENCY CODE 1	10. DEFICIENCY CODE 2	11. DC 1 & 2 TOTAL	12. DEFICIENCY CODE 1	13. DEFICIENCY CODE 2	14. DC 1 & 2 TOTAL	15. DEFICIENCY CODE 1	16. DEFICIENCY CODE 2	17. DC 1 & 2 TOTAL
01	71L0	Airfld Tower & Bldgs	17	0	17	15	0	15	32	0	32
01	71T0	Nav & Traffic Aids Bld	8	0	8	0	0	0	8	0	8
01	7320	Airfld Runways	0	0	0	0	0	0	0	0	0
01	7330	Oth Airfld Pvmts	1	98	99	0	0	0	1	98	99
01	7550	Airfld Paving Lighting	0	617	617	0	0	0	0	617	617
01	7560	Land Op Fac, Other	0	0	0	0	0	0	0	0	0
01	75S0	Aircraft Fuel Disp Fac	0	0	0	0	0	0	0	0	0
01	75T0	Nav & Traffic Aids, Oth	2	0	2	0	0	0	2	0	2
01		TOTAL	28	715	743	15	0	15	43	715	758
16	71J0	Community Bldgs	0	82	82	0	0	0	0	82	82
16	75G0	MWR Facilities	1	0	1	0	0	0	1	0	1
16		TOTAL	1	82	83	0	0	0	1	82	83
OTH	7840	Demolition	0	0	0	0	35	35	0	35	35
OTH		TOTAL	0	0	0	0	35	35	0	35	35
		GRAND TOTAL	29	797	826	15	35	50	44	832	876

OPNAV 11010.9 (REV. 9-86)

TYPE "A" ANNUAL INSPECTION SUMMARY - NARRATIVE ASSESSMENT

1. CLAIMANT /ACTIVITY NAVSTA ANYWHERE ANYWHERE, USA 55609		2. FUND SOURCE O&MN	4. DATE 9/30/87
		3. RESOURCE SPONSOR 05	5. IC 01 Aviation Ops Facilities
FUNDING PROFILE			
6. CRITICAL LAST YEAR	7. DEFERRABLE LAST YEAR	8. FUNDING LAST YEAR	9. CRITICAL THIS YEAR
1025	20	900	826
10. DEFERRABLE THIS YEAR 50			

11. CONDITION RATING: C 3

Taxiway lighting system is aged and requires constant repair. Lighting fixtures and direct burial power cable are severely deteriorated.

SAMPLE

12. SPECIFIC MISSION IMPACT

Frequent failure of the taxiway lighting directly impairs mission capability of the facility to conduct night flight operations.

13. CLAIMANT OBJECTIVE

High emphasis, identify and correct critical deficiencies to reduce to zero by FY-91. Contain the deferrable backlog to the FY-85 level. If additional resources should become available they are to be applied first to critical items in high emphasis IC's.